

AndroPay

Powered by **UniPayDirect**

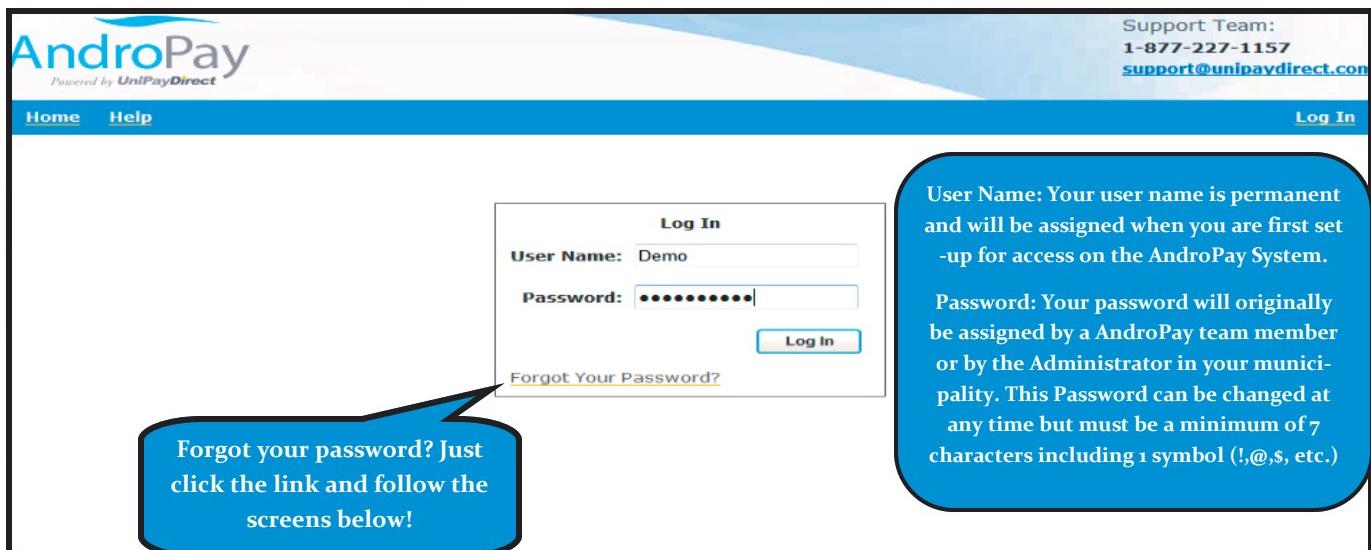
USER MANUAL

AndroPay Admin Center—Getting Started

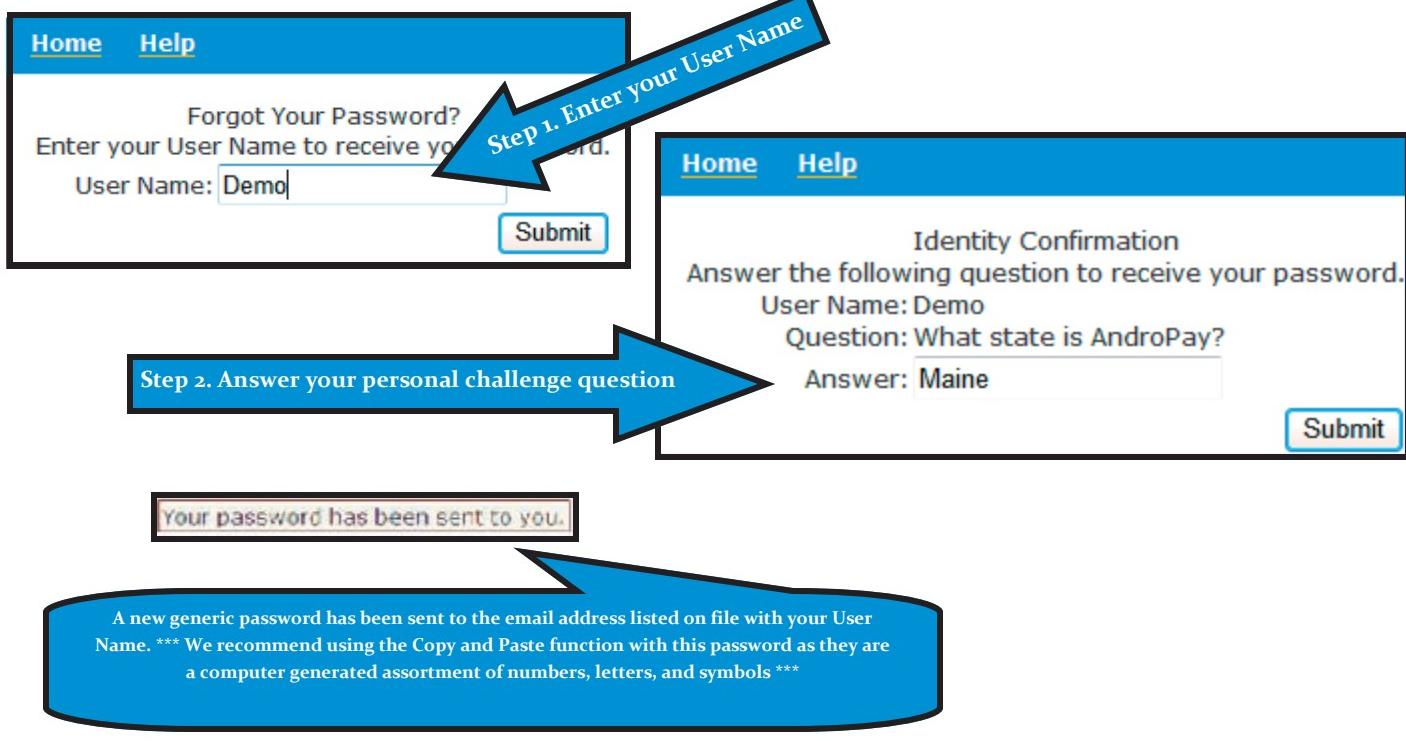
Introduction: The Customer Administration Center, or Admin Center, is your central site for all things AndroPay. Through the Admin Center, you can upload your payment files to the system as well as download your lockbox files. This is where you will go to manage the access of your staff to the AndroPay site and maintain information about your own account. You can also view reports and information regarding the payments you have received.

Logging In: To access the Customer Administration Center, go to :

<https://admin.andro-pay.com/login.aspx>

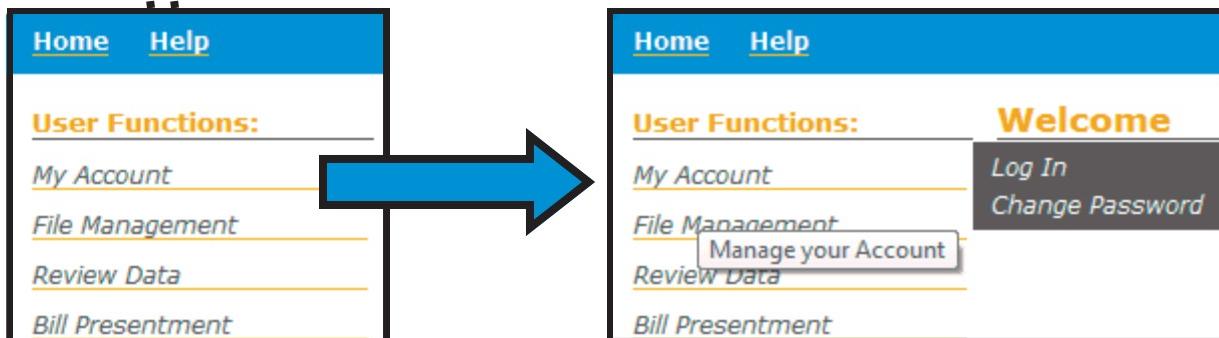
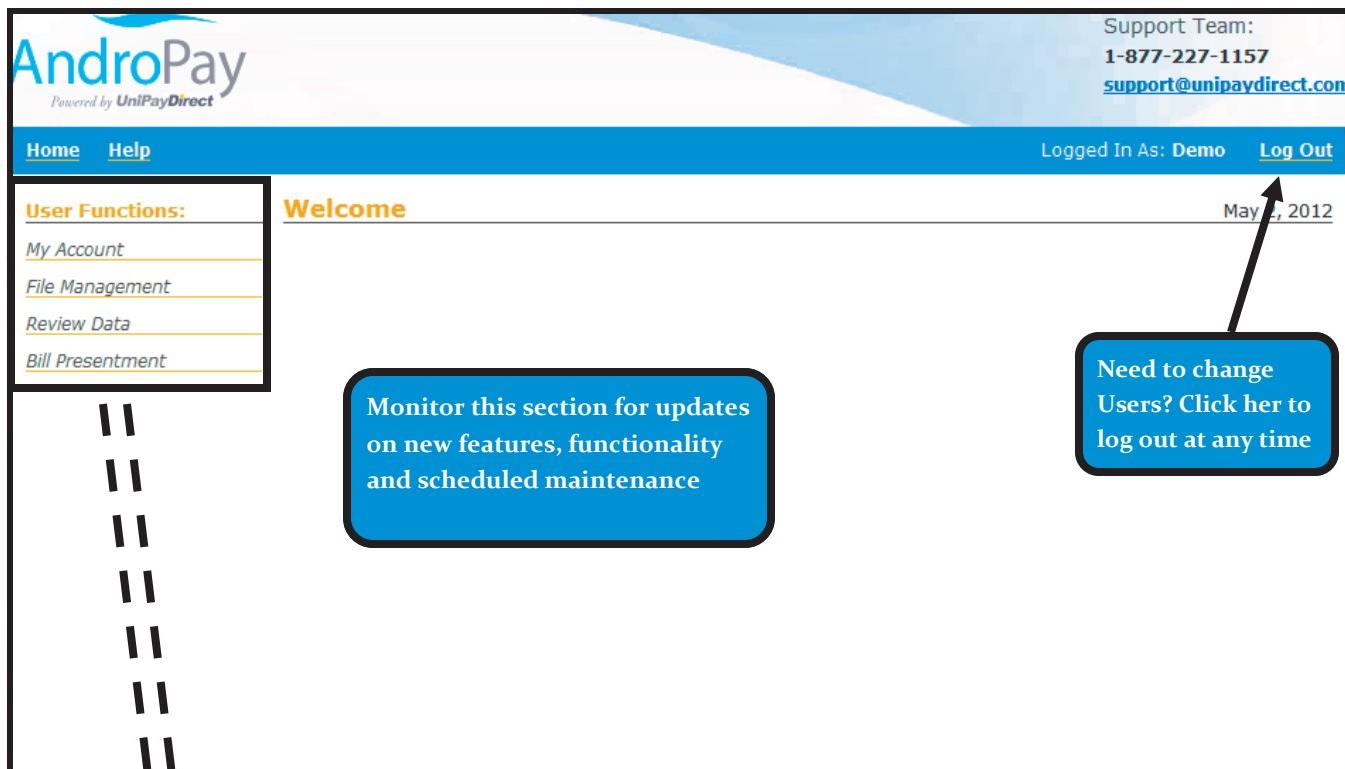


Forgot Your Password? Not a problem! Just click the link shown above and follow these steps!



AndroPay Admin Center—Getting Started

Welcome Page: The Welcome Page (below) is your Home Page for AndroPay and allows you to access all of the services it provides. These are accessed by using the **four User Functions** found at the upper left hand corner of the Welcome Page.



The Function Menu above is your key to the many capabilities of UniPay Gold.

To access a function, just drag your mouse over the appropriate category. A second drop down menu of the functions available in that category will appear to the right. Holding your mouse over the 'My Account' category, for example, will reveal the two options shown above.

Select the function you need, such as 'Change Password', and the system will take you to the next screen

AndroPay Admin Center—My Account

My Account: The My Account classification contains the Login and Change Password functions. This section is available to all users to manage their own personal accounts.

Login: Use this function to log out of the system and return to the Log In page. (See Page 9 for Login help) By doing this, you can log in as a different user on the same computer.

Change Password: This function opens the Change Your Password screen shown below.

The screenshot shows the AndroPay Admin Center interface. On the left, there's a sidebar with 'User Functions' including 'My Account', 'File Management', 'Review Data', and 'Bill Presentment'. At the top right, it says 'Support Team: 1-877-227-1157 support@unipaydirect.com'. Below that, it shows 'Logged In As: Demo' and 'Log Out'. The main area has a title 'Change Password'. A central dialog box is divided into three sections: 'Step 1:', 'Step 2.', and 'Step 3.'. To the right of the dialog, a callout box highlights 'Minimum Criteria for Passwords: At least 7 total characters in length At least 1 alphanumeric character (!,@,\$)'.

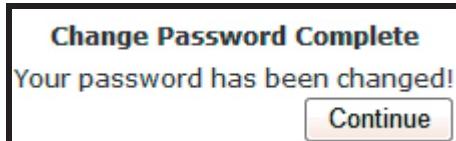
To create a new password, just follow the steps below:

Step 1: Enter your current password in the **Password** field.

Step 2: Enter a new and different password in the **New Password** field.

Step 3: Confirm the new password by entering it in the **Confirm New Password** field.

You should now see the following prompt:



If you don't, you will receive this message indicating the minimum criteria required:



AndroPay Admin Center—Customer Admin

Customer Admin: The Customer Admin classification contains the Manage function. Only the Administrator set up for your municipality will be able to use this function.



Manage: As a Customer Administrator, you will use the 'Manage' function to review and/or edit any of your users. The screen below will show all personnel authorized to use AndroPay and the level of that authorization. It also allows you to add new users, delete existing ones, and/or edit user profiles.

A screenshot of the AndroPay Admin Center's User Manager page. At the top, it shows the AndroPay logo, support information (1-877-227-1157, support@unipaydirect.com), and the user is logged in as 'Demotown'. Below this is a navigation bar with Home and Help links. The main content area has a sidebar titled 'User Functions' with the same five options as the previous screenshot. The main panel is titled 'User Manager' and shows a list of users under 'AndroPay Test Customer'. The list includes 'Demo Customer Users'. At the top right of this panel, there are four buttons: '+ Add User', '+ Edit', 'Edit', and 'Delete'. Three blue arrows point to these buttons with the labels 'Click to add new User', 'Click to Edit User', and 'Click to Delete a User' respectively.

Adding a User: To add a user simply click the Add User link at the top right of the box

The first step to creating a new user is selecting the appropriate 'User Role' for this person.

The User Roles and corresponding abilities are listed below*

Create A New User Account

Select User Role

- Customer Administrators
- Customer Users
- Customer Researcher
- Customer File Manager

[Next](#)

Customer Administrator

Has access to the entire site including the ability to add, delete, and edit customers

(There should be only one Customer Administrator.)

Customer User

Has access to entire site excluding the ability to manage customers.

Customer Researcher

Has access to the My account and Review Data tabs (cannot import files or generate lockbox payment files)

Customer File Manager

Has access to the My Account and File Management tabs (cannot view reports or research page)

AndroPay Admin Center—Customer Admin

Adding a User (Continued): Simply enter the required information to complete the New User setup process. Click 'Create User' when you have finished.

Full Name: Enter Users Full Name
User Name: Create an easy to remember name (example shown)
Password: Enter an initial password, this can be changed at any time by user.
E-Mail: This email will receive the generic password if the user has to use the 'Forgot Password' Function.
Security Question and Answer: Select a security question and answer for the user to verify their identity in the 'Forgot Password'

Create A New User Account

Full Name:	Michael Jordan
User Name:	mj2323
Password:	*****
Confirm Password:	*****
E-mail:	none@none.com
Security Question:	What am I famous for?
Security Answer:	Basketball

Create User

Minimum Password Criteria:
At least 7 total characters
At least 1 Alphanumeric Character (!,@,\$)

Click here to Create New User

Edit User: To edit a user's information, click the 'Edit' button opposite his or her name on the User Manager screen. (Shown on page 12) This will bring you to the 'Edit' screen (below).

UserName	Demo
Email	support@unipayteam.com
IsLockedOut	<input type="checkbox"/>
Update	

Simply change any information necessary and click update to complete.
*If a user has entered the wrong password 3 times, they will be locked out. Uncheck the box and click update to unlock them.

Delete User: To delete a user, simply click the 'Delete' button to the right of his or her name. Then click the 'OK' button to confirm.

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Support Team:
1-877-227-1157
support@unipaydirect.com

Logged In As: Demotown [Log Out](#)

User Functions: [My Account](#) [Customer Admin](#) [File Management](#) [Review Data](#) [Bill Presentment](#)

User Manager

AndroPay Test Customer

AndroPay Test Customer

Message from webpage

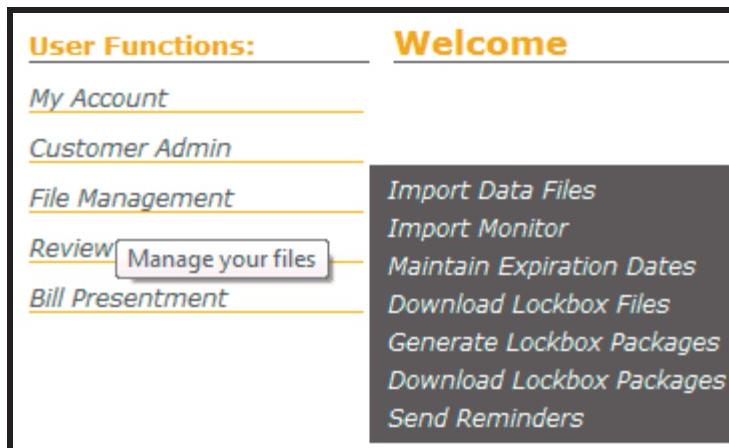
Do you really want delete this user?

Click here to Confirm

Click to Delete User

AndroPay Admin Center—File Management

File Management: The ‘File Management’ classification gives you access to 6 functions, all of which correspond with the upload and download of files to and from the AndroPay system. As well as these features, you can monitor and maintain your payment files as well.



Import Data Files: The Import Data Files function is used to upload and import your export files to the AndroPay system. Your customers and residents will look up their bills using the information provided to them in these files.

This screenshot shows the 'Import Data' page. It includes a 'Browse...' button, an 'Upload File' button, and a list of available files. A blue callout bubble points to the 'Upload File' button with the text 'Step 2. Click 'Upload File''. Another blue callout bubble points to the 'Browse...' button with the text 'Step 1. Click Browse to find the file you wish to upload from your computer or network'.

Support Team:
1-877-227-1157
support@unipaydirect.com

Logged In As: Demotown Log Out

User Functions: My Account Customer Admin File Management Review Data Bill Presentment

Import Data

AndroPay Test Cust

Upload File

Please select a file to be imported

- 2011 RE - Arundel 2.csv
- 2011 RE - Arundel.csv
- ARUNDEL RE 2011.csv
- ARUNDEL RE 2012.csv
- Copy of Topsham TEST RE INT file.csv
- CORE LOGIC SAMPLE.txt

Select Transaction: Real Estate

Short description:

Data expires on: 6/2/2012
(The file will be removed at 12AM on the date selected.)

Start Import

This screenshot shows the 'Import Data' page after a file has been uploaded. It displays the file name, size, and status ('File upload complete'). A blue callout bubble points to this area with the text 'Once the file has been uploaded you will see the file name, size and status here. You should now also see the file listed in the file list below.' Below this, the file list shows the uploaded file and other available files.

Logged In As: Demotown Log Out

User Functions: My Account Customer Admin File Management Review Data Bill Presentment

Import Data

AndroPay Test Customer

Browse...

Upload File

File name: 2012 Real Estate.txt
File Size: 4 kb
File upload complete.

Please select a file to be imported

- 2011 RE - Arundel 2.csv
- 2011 RE - Arundel.csv
- 2012 Real Estate.txt
- ARUNDEL RE 2011.csv
- ARUNDEL RE 2012.csv
- Copy of Topsham TEST RE INT file.csv

AndroPay Admin Center—File Management

Import Data Files (continued):

1. Click on the file you wish to import from the list of recently uploaded files.
2. Select the transaction type for the file you are importing, in this case, Real Estate.

The screenshot shows the AndroPay Admin Center interface. On the left, there's a sidebar with 'User Functions' including 'My Account', 'Customer Admin', 'File Management' (which is selected), 'Review Data', and 'Bill Presentment'. The main area is titled 'Import Data' and shows a file named '2012 Real Estate.txt' has been uploaded. A dropdown menu labeled 'Select Transaction:' is open, showing options like 'Real Estate', 'Donations', 'Creative Dance', etc. A blue arrow points to the dropdown menu with the text 'Step 1. Select the File you wish to import'. Another blue arrow points to the dropdown menu with the text 'Step 2. Use the drop down to select the correct Transaction type'.

3. Enter a short description to help differentiate between multiple files. This description will be shown on the 'Maintain Expiration Dates' page. (Page 16).
4. Choose the date you wish the file to expire. The file will be removed and unavailable to residents as of 12 AM on this date.
5. Click 'Start Import' to complete the import process.

The screenshot shows the continuation of the import process. It includes a text input field for 'Short description:' with the placeholder '(The file will be removed)', a date picker set to '6/2/2012', and a 'Start Import' button. A blue box on the left contains the instruction '3. Enter a short description to help differentiate between multiple files.' A blue arrow points to the 'Start Import' button with the text '5. Click here when Finished'. A blue box on the right contains the instruction '4. You can either type in the date or choose a date from a calendar by clicking the icon next to the date field'.

AndroPay Admin Center—File Management

Import Monitor: This function allows you to see the files you have imported and their status. You will be taken to the Import Monitor after you import a file to view the status and to be sure it has imported successfully. You can also access this page by dragging your mouse over the file management classification and selecting ‘Import Monitor’.

The screenshot shows the AndroPay Admin Center interface. At the top, there's a logo for 'AndroPay' and 'Powered by UnipayDirect'. On the right, there's a support team contact information: 'Support Team: 1-877-227-1157 support@unipaydirect.com'. Below the header, there's a navigation bar with 'Home' and 'Help' links, and a status message 'Logged In As: Demotown Log Out'. A sidebar on the left lists 'User Functions': 'My Account', 'Customer Admin', 'File Management' (which is highlighted in blue), 'Review Data', and 'Bill Presentment'. The main content area is titled 'Import Monitor' and shows a table for 'AndroPay Test Customer'. The table has columns for Transaction, File, Expires, User, Started, Completed, Status, and EBP. There are three rows of data:

Transaction	File	Expires	User	Started	Completed	Status	EBP
Real Estate	TRIO TAXES SAMPLE.csv	6/2/2012	Demotown	5/3/2012 12:30 PM	5/3/2012 12:30 PM	Complete	
Real Estate	2012 Real Estate.txt	6/2/2012	Demotown	5/3/2012 12:30 PM	5/3/2012 12:30 PM	Failed:Index was outside the bounds of the array.	
Real Estate	TRIO TAXES.csv	5/23/2012	KGENGA	4/23/2012 9:20 AM	4/23/2012 9:20 AM	Complete	

A callout box highlights the third row: 'After uploading and importing a file to the system, you will be taken here to view the progress of the upload. This page will refresh every 30 seconds. If your file is not listed as 'Complete' immediately, you may need to wait until the next refresh.'

Another callout box highlights the third row: 'This Page also serves as a permanent audit trail for all files uploaded to the system. As you can see, the user who uploaded the file is listed along with the start time, time of completion, status, and expiration date.'

Maintain Expiration Dates: This function is used to view the files currently available to your residents, change the date they expire, or remove them altogether.

The screenshot shows the AndroPay Admin Center interface. At the top, there's a logo for 'AndroPay' and 'Powered by UnipayDirect'. On the right, there's a status message 'Logged In As: Demotown Log Out'. A sidebar on the left lists 'User Functions': 'My Account', 'Customer Admin', 'File Management' (which is highlighted in blue), 'Review Data', and 'Bill Presentment'. The main content area is titled 'Maintain Expiration Dates' and shows a table for 'AndroPay Test Customer'. The table has columns for Transaction, Transaction, and Expires. There are two rows of data:

Transaction	Transaction	Expires
Real Estate	Tax Samples	5/23/2012
Real Estate		6/2/2012

A callout box points to the 'Update Expiration Dates' button: 'Want to add a few more days after the due date? Or maybe a few days less? Just change the date here and click 'Update Expiration Dates'.'

Another callout box at the bottom says: 'Need to remove a file? Set the date to today's date or any previous day's date and click 'Update Expiration Dates''.

AndroPay Admin Center—File Management

Download Lockbox Files: To download your electronic Lockbox Files, hold your mouse over the ‘File Management’ button and click on ‘Download Lockbox Files’. This will take you to the ‘Download Lockbox Files’ page. From this page, you can download lockbox files to be electronically posted to your accounting software.

The screenshot shows the AndroPay Admin Center interface. On the left, there's a sidebar with 'User Functions' including My Account, Customer Admin, File Management (which is highlighted), Review Data, and Bill Presentment. The main area has a title 'Download Lockbox Files'. It includes dropdown menus for 'AndroPay Test Customer' and 'Select Export File and Date Range'. Below these are input fields for 'Date' (From: 4/26/2012, To: 5/2/2012) and 'Export' (set to 'Auction 2012 - QP'). A large blue callout box highlights the export dropdown, stating: 'As you can see there is a list of previous lock box downloads at the bottom of the screen. This list is specific to the export type you choose and will not be removed for any reason.' Another note says: '***Always be sure to check the Form and To Dates to avoid downloading the same date twice!'. At the bottom, there's a table of previous downloads and a 'Generate Lockbox File' button.

Download Date	User	From Date	To Date
3/30/2012 11:33:04 AM	KGENGA	03/23/2012	03/29/2012
3/21/2012 1:33:25 PM	KGENGA	03/21/2012	03/21/2012
3/21/2012 1:02:45 PM	KGENGA	03/21/2012	03/21/2012

Multiple Transaction Lockbox Files: Many accounting software have the ability to process multiple payment types in a single lockbox. In order to accommodate this feature and provide an easier and more efficient method for posting your lockbox files, we are able to setup a single file for most of your transaction types. In order to accomplish this, all payment types must be handled using the same accounting software. In most cases you will have Real Estate, Personal Property, and Excise payments on the same software and in some cases, Water and Sewer as well. If you would like to utilize this feature, please notify UniPay Gold Support at support@unipayteam.com. Our team will set up the export file and you will be able to choose it from the drop down menu just as you would a single export type.

This screenshot is similar to the one above, but the 'Export' dropdown menu is open, showing options like 'Auction 2012 - QP' (which is selected), 'Real Estate', 'Personal Property', 'Counter', 'Counter (Taxes)', and 'Miscellaneous'. The rest of the interface is identical, including the table of previous downloads and the 'Generate Lockbox File' button.

Download Date	User	From Date	To Date
3/30/2012 11:33:04 AM	KGENGA	03/23/2012	03/29/2012
3/21/2012 1:33:25 PM	KGENGA	03/21/2012	03/21/2012
3/21/2012 1:02:45 PM	KGENGA	03/21/2012	03/21/2012

AndroPay Admin Center—File Management

Download Lockbox Files (continued):

To Download your lockbox files, follow these 3 easy steps:

Step 1: Select Date Range. Enter or choose the date range of the payments you wish to review.

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Support Team:
1-877-227-1157
support@unipaydirect.com

Logged In As: Demotown [Log Out](#)

[Home](#) [Help](#)

User Functions:

- [My Account](#)
- [Customer Admin](#)
- [File Management](#)
- [Review Data](#)
- [Bill Presentment](#)

Download Lockbox Files

AndroPay Test Customer ▾

Select Export File and Date Range

Date	From: 4/26/2012	To: 5/2/2012
Export	Auction 2012 - QP	Generate Lockbox

Download Date

3/30/2012	Download
3/21/2012	Download
3/21/2012	Download

Step 1: You can either type the date or you can click the calendar icon and choose the date needed from the calendar.

To Date

03/29/2012
03/21/2012
03/21/2012

Step 2: Select Export Type. From the dropdown menu, select the export type you want to export.

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User Functions:

- [My Account](#)
- [Customer Admin](#)
- [File Management](#)
- [Review Data](#)
- [Bill Presentment](#)

Download Lockbox Files

AndroPay Test Customer ▾

Select Export File and Date Range

Date	From:	To:
Export	From: 4/26/2012	To: 5/2/2012

Step 2: Select your export type from the dropdown menu.

From the dropdown menu, "Miscellaneous" is highlighted.

Download Date	User	From Date	To Date
3/30/2012 11:33:04 AM	KGENGA	03/23/2012	03/29/2012
3/21/2012 1:33:25 PM	KGENGA	03/21/2012	03/21/2012
3/21/2012 1:02:45 PM	KGENGA	03/21/2012	03/21/2012

Step 3: Generate Lockbox. Click the 'Generate Lockbox File' button and follow the prompts.

The screenshot shows the AdroPay software interface. A blue arrow points from the text "Step 3. Click 'Generate Lockbox File'" to the "Generate Lockbox File" button. The interface includes a date range selector, a recipient field ("To: 5/2/2012"), and an export section. Below the main area is a table with columns for "Download Date" and "User".

You can also click 'Open' if you need to view a file.

*You can also change the file name if your software has certain naming requirements.

Click 'Save' to download to your computer

Find the folder you wish to save the file to and click 'Save'

AndroPay Admin Center—File Management

Generate Lockbox Package: Besides the ability to download a single file for multiple transactions (page 17), you can also download a single zip file with all of your required lockbox files. This is helpful when downloading multiple files with different layouts or from different accounting software's. To use this feature, drag your mouse over the 'File Management' classification and select 'Generate Lockbox Package'. This will bring you to the 'Generate Lockbox Package' screen.

The screenshot shows the AndroPay Admin Center interface. At the top, there is a logo for AndroPay, powered by UniPayDirect, and a support team contact information: 1-877-227-1157 and support@unipaydirect.com. The navigation bar includes Home, Help, and a user logged in as Demotown with Log Out options. On the left, a sidebar lists User Functions: My Account, Customer Admin, **File Management**, Review Data, and Bill Presentment. The main content area is titled 'Generate Lockbox Packages' for 'AndroPay Test Customer'. It has a 'Select Exports and Date Range' section. Under 'Date', 'From' is set to 4/26/2012 and 'To' is set to 5/2/2012. Below these fields are checkboxes for selecting exports: All, Auction 2012 - QP, Counter, Real Estate, Counter (Taxes), Personal Property, and Miscellaneous. A large orange 'Generate Lockbox Package' button is at the bottom.

The following steps will walk you through the creation of your lockbox package:

Step 1: Select Date Range. Type or select the date range you would like to download.

This screenshot is similar to the one above, showing the 'Generate Lockbox Packages' page. The 'From' date is 4/26/2012 and the 'To' date is 5/2/2012. A blue callout box with white text contains the instruction: 'Step 1. You can either type the date or you can click the calendar icon and choose the date needed from the calendar.' Two arrows point from this callout box to the 'To' date input field and the calendar icon next to it. The calendar is open, showing May 2012, with the date 2 highlighted in red.

AndroPay Admin Center—File Management

Generate Lockbox Package (continued):

Step 2: Select Export Files. Select the files you would like to download. You can also select the ‘All’ checkbox to automatically select all the exports available.

Home Help

Logged In As: Demotown Log Out

User Functions:

- [My Account](#)
- [Customer Admin](#)
- [File Management](#)
- [Review Data](#)
- [Bill Presentment](#)

Generate Lockbox Packages

AndroPay Test

Select Exports

Date From: 4/26/2012 To: 5/2/2012

All

Auction 2012 - QP Counter

Real Estate Counter (Taxes)

Personal Property Miscellaneous

Generate Lockbox Package

You can also select 'All' instead of clicking each export individually.

Click here to Generate Lockbox Package

Step 3: Generate Lockbox Package. Click ‘Generate Lockbox Package’. This will start the process of generating the lockbox package. You will also be taken to the ‘Download Lockbox Package’ screen.

Download Lockbox Package: The Download Export Packages screen will allow you to view previously generated and downloaded packages, as well as download the package you have just created. To access this feature, drag your mouse over the ‘File Management’ classification and select ‘Download Lockbox Packages’.

To download your package click **Ready for Download** and follow the prompts.

Your file will now be downloaded in a Zip format. You will be able to open this file and see each of the separate files you selected when generating the lockbox package.

Home Help

Logged In As: Demotown Log Out

User Functions:

- [My Account](#)
- [Customer Admin](#)
- [File Management](#)
- [Review Data](#)
- [Bill Presentment](#)

Download Export Packages

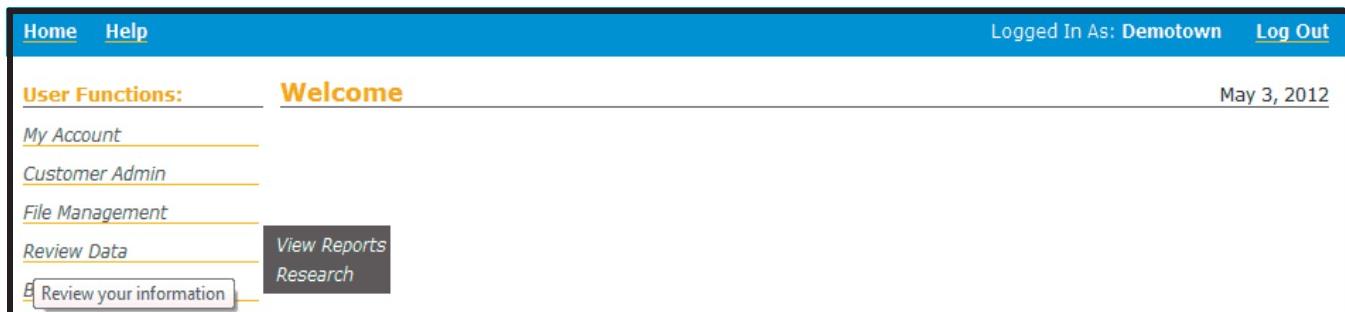
AndroPay Test Customer ▾

Prev Next

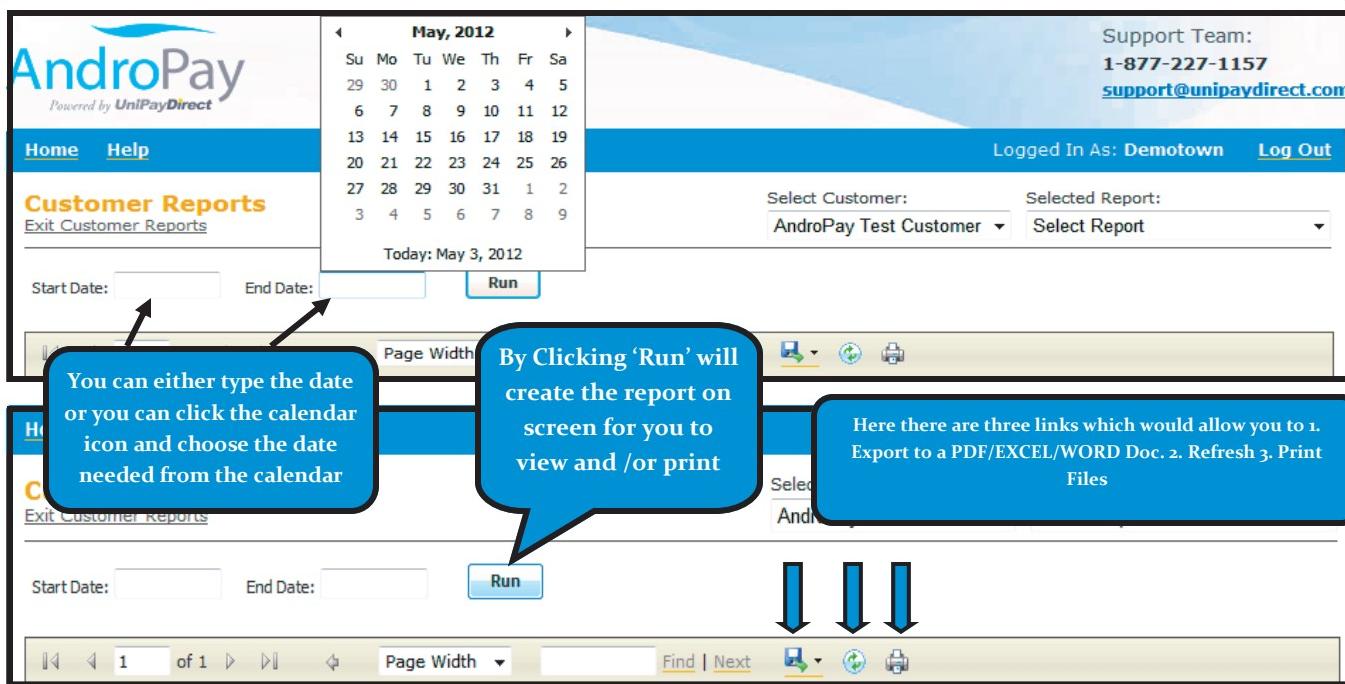
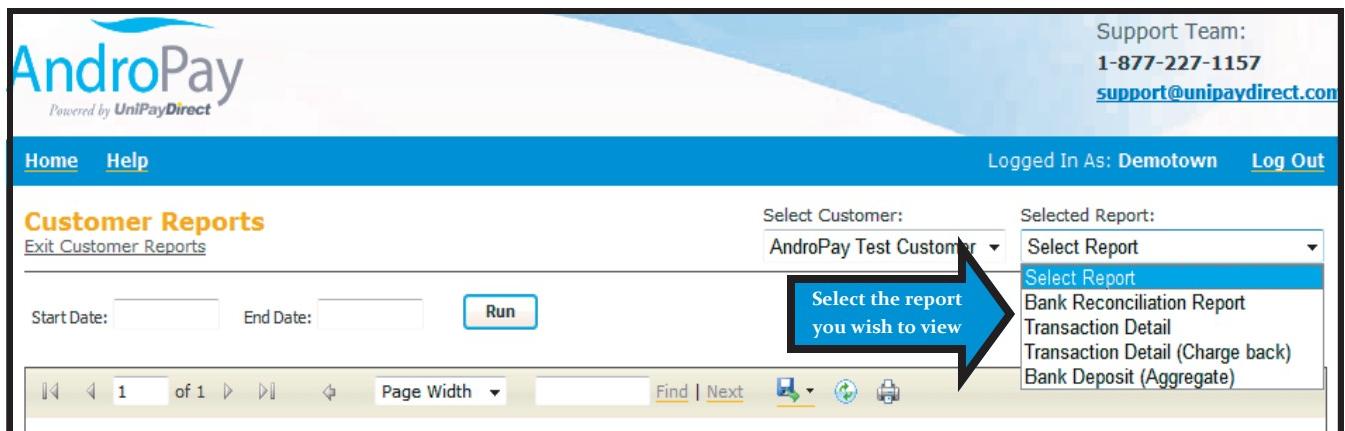
Requested By	Date/Time Started	Date/Time Completed	Date From	Date To	Status
Demotown	5/3/2012 2:01:11 PM	5/3/2012 1:51:07 PM	4/26/2012	5/2/2012	Ready For Download
Demotown	5/3/2012 1:29:47 PM	5/3/2012 1:19:43 PM	4/26/2012	5/2/2012	Downloaded: 5/3/2012

AndroPay Admin Center—Review Data

Review Data: The ‘Review Data’ classification gives you access to the View Reports and Research functions. These functions will allow you to view reports on your payments received as well as the full information on individual payments as necessary.



View Reports Selecting the ‘View Reports’ button above opens the ‘Customer Reports’ page to allow you to view the ‘Transaction Detail’, ‘Bank Deposit Aggregate’, ‘Transaction Detail (Charge back only)’ and ‘Bank Deposit (Daily)’ reports. **To view these reports simply follow the steps below.**



AndroPay Admin Center—Review Data

Review Data (continued): The following are examples of the 4 reports available.

Transaction Detail Report:

The Transaction Detail Report is a detailed report of all the payments made in your selected date range. Each payment is shown with post time, confirmation number, tender type and amount paid. Chargebacks will also be marked in the right column and accounted for in the net payment amount.

TEST PAYMENT (Deleted)							
Post Time	Confirmation	Tender Type	Quick Pay	Chargeback	CC Type	Amount	
Feb 28 2012 5:12PM	20120228128	ACH				\$1.00	

TESTER
kristy genga

Post Time	Confirmation	Tender Type	Quick Pay	Chargeback	CC Type	Amount	
Feb 28 2012 5:12PM	20120228128	ACH		Yes		\$1.00	

Gross payments: \$1.00
Total ChargeBacks: \$0.00
Net Payments: \$1.00

Bank Deposit Report Aggregate:

The Bank Deposit Report Aggregate provides you with the total of all payments received in your chosen date range. These totals are separated by transaction type and a total amount is provided in the bottom right corner.

ACH		Amount
Transaction Name		
TEST PAYMENT		\$1.00
	Total:	\$1.00
		Grand Total:
		\$1.00

AndroPay Admin Center—Review Data

Review Data (continued):

Transaction Detail Report (Charge back only):

Customer Reports [Exit Customer Reports](#)

Select Customer: Selected Report:

Start Date: 11/27/2011 End Date: 5/3/2012

The Transaction Detail Report (Chargeback Only) is a detailed report of all payments that have been charged back during the date range selected. This report provides the chargeback date, confirmation number, and reason for chargeback

Transaction Detail (Charge back)
TRIO
From 11/27/2011 To 5/3/2012

CL RE/PP 1st Half Only										
Map and Lot	Name	Account Number	Posting Policy	Post Time	Confirmation	Tender Type	Return Date	Acct Debit Date	CC Type	Amount
002-004	BLANCHE CARLTON W & KATHERINE A	000000005	I Agree	Dec 22 2011 10:09AM	201112222	ACH	Dec 23, 2011	Dec 26, 2011		\$120.87

Total ChargeBacks: \$120.87

Grand Total ChargeBacks: \$120.87

Bank Reconciliation Report:

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Support Team:
1-877-227-1157
support@unipaydirect.com

Home Help Logged In As: Demotown Log Out

Customer Reports [Exit Customer Reports](#)

Select Customer: Selected Report:

The Bank Reconciliation Report provides you with the total of all payments received in your chosen date range. These totals are separated by transaction type and by date. Each day is totaled and a grand total is provided in the bottom right corner.

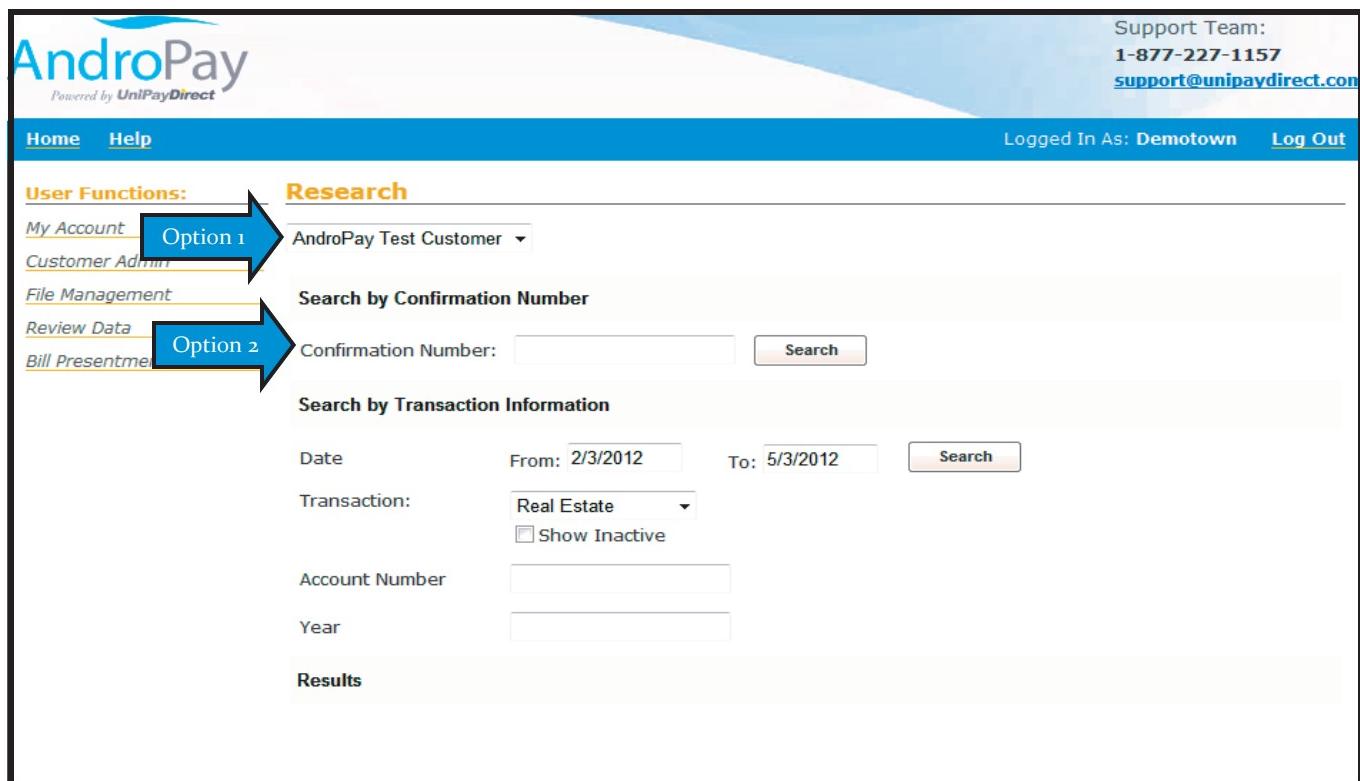
***This report was designed to assist in reconciling a range of payment with your monthly bank statement.

Bank Reconciliation Report
AndroPay Test Customer

Transaction Date	Transaction Name	ACH	Discover	Planet Payment
02/28/2012	TEST PAYMENT	\$1.00	\$0.00	\$0.00
	Totals:	\$1.00	\$0.00	\$0.00
	Grand Totals:	\$1.00	\$0.00	\$0.00
		Grand Total:	\$1.00	

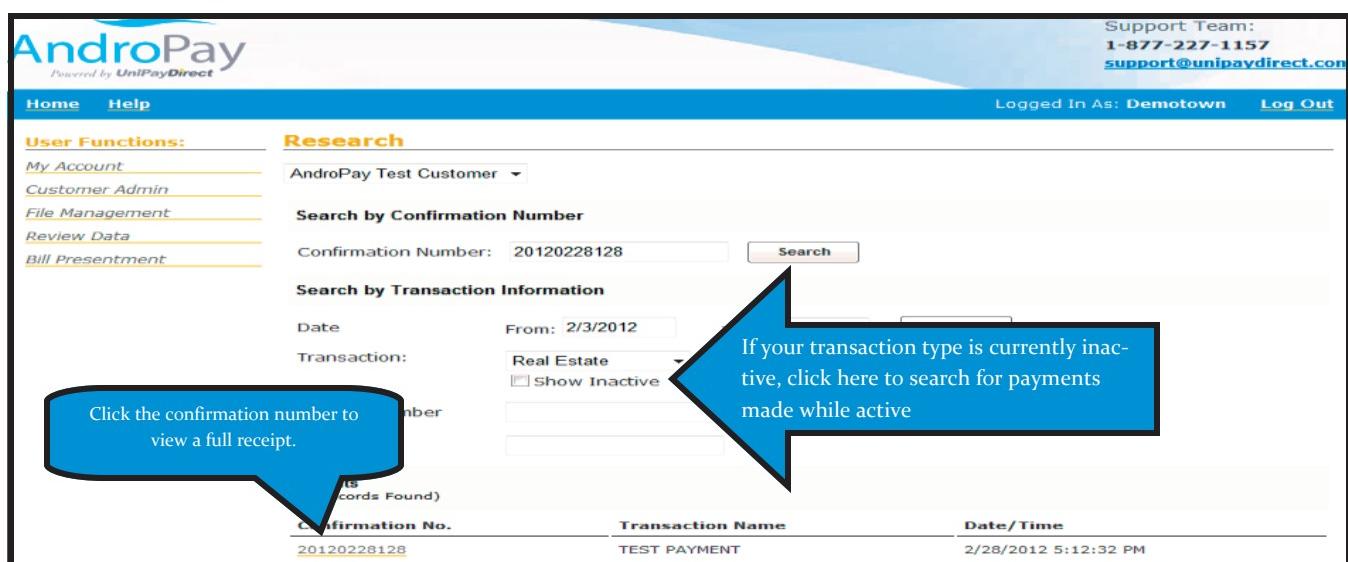
AndroPay Admin Center—Review Data

Research: The Research function is your area to look up individual payments or to search through payments received using different criteria depending on the transaction type. Once you have found the payment(s) you are looking for, you will be able to view a full receipt.



The screenshot shows the AndroPay Admin Center interface. At the top right, it says "Support Team: 1-877-227-1157 support@unipaydirect.com". Below that, it shows "Logged In As: Demotown" and "Log Out". The left sidebar has a "User Functions:" menu with links for "My Account", "Customer Admin", "File Management", "Review Data", and "Bill Presentment". The main content area is titled "Research". It has two search sections: "Search by Confirmation Number" (with a dropdown for "AndroPay Test Customer") and "Search by Transaction Information" (with fields for Date, Transaction type (set to "Real Estate"), and Account Number). A blue arrow labeled "Option 1" points to the "Search by Confirmation Number" section, and another blue arrow labeled "Option 2" points to the "Search by Transaction Information" section.

You can search by either of the 2 methods shown above; **Confirmation Number** or by **Transaction Information**. If you know the confirmation number, enter it in the field and click 'Search'. If you do not have the specific confirmation number, choose the date range and transaction type you would like to search in. You can also narrow your search by the 'Look Up' information if this is a file based transaction. Once you have found the payment(s) you are searching for, click the confirmation number to view the full receipt.



This screenshot shows the same AndroPay Admin Center interface as the previous one, but with a search result displayed. The "Search by Confirmation Number" section has "Confirmation Number: 20120228128" entered and a "Search" button. The results table below shows one row of data: "Confirmation No. 20120228128", "Transaction Name TEST PAYMENT", and "Date/Time 2/28/2012 5:12:32 PM". A blue callout bubble on the left says "Click the confirmation number to view a full receipt." A larger blue callout bubble on the right says "If your transaction type is currently inactive, click here to search for payments made while active." The rest of the interface is identical to the first screenshot.

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Research (continued): Once you click on the Confirmation Number shown on the Research page, a screen will open with a full receipt for the payment you selected.

The screenshot shows a payment receipt with the following details:

<input type="checkbox"/> Show imported amount information	<input type="button" value="Print"/>	<input type="button" value="Save"/>	<input type="button" value="Close"/>
Post Date: 2/28/2012 5:12:32 PM	Confirmation Number: 20120228128		
Sch. Date:	Sch. Conf. Number:		
Name: kristy genga Address: 39 church street whitinsville, ma 01588 Phone: (877) 340 - 4899	Payment Type: ACH	Email Address: kristy.genga@unipaydirect.com	
Transaction (click for details)	Quantity	Amount	Fee
TEST PAYMENT	1	\$1.00	\$0.00
			Sub Total
			\$1.00

By clicking on the transaction type, details of the payment will appear at the bottom of the 'Detail Receipt' screen as shown below.

Top Best Sellers [Chargeback]	1	\$7.55	\$0.00	\$7.55
Chargeback Date	1/20/2012 9:14:00 AM			
ChargeBack Reason	No Account on File			
Book Number	0003			
Book Name	Tale of Two Cities			

After viewing the receipt, the three buttons in the upper right hand corner of the Detailed Receipt screen will enable you to Save the receipt, Print a copy for your records or for a customer, and finally to Close the Detail Receipt Screen.

The screenshot shows a payment receipt with the following details:

<input type="checkbox"/> Show imported amount information	<input type="button" value="Print"/>	<input type="button" value="Save"/>	<input type="button" value="Close"/>
Post Date: 1/13/2012 4:05:27 PM	Confirmation Number: 201201131497375		